

Report for Week Ending 11 July 1956
from
FORMS MANAGEMENT BRANCH

General Information

1. Field Forms Requirements

- a. Provided Supply Div/OL with clearances or other determinations on 64 forms for overseas and domestic field use.
- b. Continued to query headquarters offices of primary interest on the advisability of clearing certain forms for field use. Approximately 100 stocked forms remain to be cleared.

2. Forms Contract - FY 57

Continued price comparisons and bid analyses.

3. Printing Services Requisition, Form No. 70

Supply of printed forms is overdue. Delivery is expected early next week, at the latest. PSD/OL has tentatively scheduled the use of this new form to start on or before 18 July 56.

4. Forms Procurement Costs

Last year, the Agency procured 38,434,232 form units (sheets, sets, masters, etc.) at an estimated procurement cost of \$327,327.84. Agency stocked forms are known to have accounted for at least \$212,776.37 of this amount. Three primary sources of supply were tapped. Agency facilities produced 21,836,428 units at an estimated cost of \$65,509.45; GPO produced 13,125,650 units at a cost of \$62,678.89 and 3,472,100 units of highly specialized reproducible systems-type forms were obtained on a source of supply contract at a cost of \$199,139.50. This data is now being coordinated with the offices of Logistics and the Comptroller with respect to its effect on pending budgetary matters.

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COMPLETED ACTIONS SUMMARY

11 July 56

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	1	-	2	-	3	7,300
Revision	-	-	1	-	1	4,800
Reprint	-	4	3	27	34	1,352,250
Total	1	4	6	27	38	1,364,350

PENDING ACTIONS SUMMARY

11 July 56

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	5	10	9	2	26
Revision	-	3	8	11	22
Reprint	1	4	1	5	11
Total	6	17	18	18	59

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